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**AGENDA**

Title of Document	Document Number
Purpose of NC Pre-K Standardized Site Selection	
Conflict of Interest Statement	1
NC Pre-K Site Selection Roles and Responsibilities	2
NC Pre-K Site Application Decision Tree	3
NC Pre-K Site Application	4
Instructions for using the NC Pre-K Rubric	5
NC Pre-K Site Selection Rubric	6

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**NC PRE-K STANDARDIZED SITE SELECTION - PURPOSE**

<ul style="list-style-type: none"> <li>The NC Pre-K Standardized Site Selection process was created in response to Legislative Provisions that required DCDEE to establish a standardized decision-making process for awarding slots and student selection locally.</li> <li>Site Selection has been in place since the 2014-2015 school year and is a required process that all Contracting Agencies must complete in order to approve new NC Pre-K sites.</li> <li>Full local NC Pre-K Committee identifies the Site Selection Sub-Committee to (1) recommend eligible sites for child placements to participate in the NC Pre-Kindergarten (NC Pre-K) Program, and (2) advise the local NC Pre-K Committee.</li> <li>The final selection of sites is determined by the local NC Pre-K Committee.</li> </ul>
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## NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Consists of 3 (minimum) or more "non-conflicted" members as approved by the local NC Pre-K Committee
- Reads, understands, and signs the Conflict of Interest Statement (each member)
- Completes the orientation/training session provided by the local NC Pre-K Contracting Agency
- Selects a chair for the Site Selection sub-committee
- Sets date(s) for reviewing the NC Pre-K Site Applications, scoring the NC Pre-K Site Selection Rubrics, and creating recommendations for the local NC Pre-K Committee

## ROLES AND RESPONSIBILITIES

- The NC Pre-K Standardized Site Selection process requires participation from the NC Pre-K Contracting Agency, the local NC Pre-K Committee, and a non-conflicted Site Selection sub-committee.
- Each of these parties play a unique role and is responsible for specific steps of the Site Selection process. It is critical that each party understands their role and responsibilities and carries them out appropriately.
- NC Pre-K Site Selection Roles & Responsibilities

NC Pre-K Contracting Agency	Local NC Pre-K Committee	Non-conflicted Site Selection Sub-Committee
<ul style="list-style-type: none"> <li>Supports the process</li> </ul>	<ul style="list-style-type: none"> <li>Oversees the process</li> </ul>	<ul style="list-style-type: none"> <li>Conducts the process</li> </ul>

 <b>NC Pre-K Site Selection Roles/Responsibilities</b>		
Local NC Pre-K Contracting Agency (Supports the Process)	Local NC Pre-K Committee (Oversees the Process)	Non-Conflicted Site Selection Sub-Committee (Conducts the Process)
<ul style="list-style-type: none"> <li>Revises and updates Local NC Pre-K Committee about Site Selection Process</li> <li>Conducts an orientation/training session for the non-conflicted site selection sub-committee (prior to NC Pre-K site selection training power point) including the additional locally determined indicators, if applicable. Practice scoring the rubric with the application and documents.</li> </ul>	<ul style="list-style-type: none"> <li>Review and follow NC Open Meetings and Public Records Laws</li> <li>Review materials, policy and procedures, time line and expectations for process and Non-Conflicted Site Selection Sub-Committee roles and functions</li> <li>Decides if the optional Locally Determined indicators will be used as part of the Rubric score and, if used, specify the criteria for up to 3 additional points.</li> <li>Clarifies how Local NC Pre-K Committee and NC Pre-K Contracting Agency staff will support process</li> </ul>	<ul style="list-style-type: none"> <li>Completes orientation/training session (provided by local Contracting Agency)</li> <li>Selects chair</li> <li>Sets review dates</li> </ul>

## ROLES AND RESPONSIBILITIES

## NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Utilizes the NC Pre-K Site Application Decision Tree to guide the process of recommending sites to the local NC Pre-K Committee
- Scores the NC Pre-K Site Selection Rubric for each applicant using the site application and supporting documents
  - \*\*Two or more sub-committee members should complete the Rubric for each site application to reach consensus\*\***
- Use the optional Additional Locally Determined Indicators (if applicable) as approved by the local NC Pre-K Committee across all sites
- Prepares final recommendations, rationale and ranking in writing to present to the local NC Pre-K Committee

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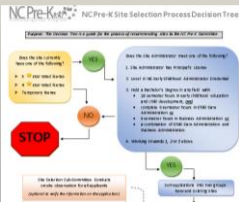
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## NC PRE-K SITE APPLICATION DECISION TREE

- The [NC Pre-K Site Application Decision Tree](#) is to be used by the Site Selection sub-committee as a step by step guide to the site recommendation process




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## STANDARDIZED SITE SELECTION MATERIALS

- NC Pre-K Site Selection Training
- NC Pre-K Site Selection Roles & Responsibilities
- NC Pre-K Site Selection Application
- NC Pre-K Site Selection Rubric
- NC Pre-K Site Application Decision Tree
- NC Pre-K Conflict of Interest Statement
- Instructions for using the NC Pre-K Rubric

<https://ncchildcare.ncdhs.gov/Home/DCDEE-Sections/North-Carolina-Pre-Kindergarten-NC-Pre-K>

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## NC PRE-K SITE SELECTION APPLICATION

- The [NC Pre-K Site Selection Application](#) must be completed by each site interested in being an NC Pre-K site
- Supporting documents must be included with the submitted application

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## NC PRE-K SITE SELECTION APPLICATION - SECTIONS

- Assurances and Requirements
- Site Information
- Slot Information
- Program Standards
- Education Standards
- Teacher Education Worksheet
- Geographic, Accessibility and Affordability
- Classroom and Family Support
- Additional Program Information
- NC Pre-K Site Application Submission Checklist
- Signatures
- For Office Use Only (NC Pre-K contracting agency)

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## NC PRE-K SITE SELECTION APPLICATION – TEACHER EDUCATION WORKSHEET

- Applicants will complete the Teacher Education Worksheet and submit documentation (degrees, teaching licenses, transcripts and/or credentials)
- The Site Selection sub-committee will review documentation and determine points for the Lead Teacher(s) and Teacher Assistant(s) - Points will be transferred to the NC Pre-K Site Selection Rubric

LEAD TEACHERS ONLY		
Names	Years of Experience with preschoolers	Education/Licensure (one sheet follow) Points from rubric below to be completed by Site Selection Sub-Committee only - transfer documentation
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## NC PRE-K SITE SELECTION APPLICATION – SCREENING FOR COMPLETENESS

### ■ NC PRE-K SITE APPLICATION SUBMISSION CHECKLIST – Last Page

#### NC PRE-K SITE APPLICATION SUBMISSION CHECKLIST

The following documents **must** be submitted with the NC Pre-K Site Application. Indicate included documents by marking each appropriate box.

- ☐ Completed NC Pre-K Site Application
- ☐ Staff Benefits Summary (if applicable)
- ☐ Compensation/Salary Scale for NC Pre-K lead teacher/teacher assistant positions
- ☐ Copy of current Facility License
- ☐ Documents to Verify Administrator, Teacher and Teacher Assistant Education/Credentials (Copy of NC BK or Other Type of Educator License, degree, transcripts, DCOEE Status Letter, Admin Credential, etc.)
- ☐ Lesson plans completed within the last 90 days verifying use of NC Foundations for Early Learning and Development
- ☐ Evidence of most recent ECERS-R Rating (ECERS-R Summary Report)
- ☐ Limited English Proficiency Plan (if applicable)
- ☐ Parent suspension and/or expulsions of children Plan (if applicable)
- ☐ Family Engagement Plan (if applicable)
- ☐ Transition into Pre-K and into Kindergarten Plan (if applicable)
- ☐ Transportation Plan (if applicable)
- ☐ Other Optional Local Contract Administrator Requested Documents \_\_\_\_\_

Verify that all required documents have been submitted with the application

## NC PRE-K SITE SELECTION RUBRIC

- The [NC Pre-K Site Selection Rubric](#) is to be used by the Site Selection sub-committee as a comparative tool to help standardize the site selection process in each county or region
- [Instructions for using the NC Pre-K Rubric](#)

## NC PRE-K SITE SELECTION RUBRIC - SECTIONS

1. Program Standards (15 points)

2. Education Standards (15 points)

3. Geographic, Accessibility & Affordability (35 Points)

4. Classroom and Family Support (27 points)

5. Optional - Additional Locally Determined Indicators (8 points)

## SITE APPLICATION AND RUBRIC – PRACTICE SECTION




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## SAMPLE SITE INFORMATION

SITE INFORMATION	
Name of Site/School: Children Learn CDC	
DCDEE Facility ID Number: 22222	Facility License Type:
Administrator Name: Peter Communication	Title: Administrator or Principal
Site Classification (Check One): <input type="checkbox"/> Public School <input checked="" type="checkbox"/> Private For-Profit Child Care Center <input type="checkbox"/> Head Start - Public School <input type="checkbox"/> Developmental Day Program <input type="checkbox"/> Private Non-Profit Child Care/Head Start <input type="checkbox"/> Charter School	
SLOT INFORMATION	
Is your facility a: <input checked="" type="checkbox"/> New NC Pre-K Site <input type="checkbox"/> Existing NC Pre-K Site <input type="checkbox"/> Previous NC Pre-K/MRF Site	
Number of slots allocated for existing NC Pre-K site for previous school year, if applicable: _____	
<input type="checkbox"/> Maintain number of slots from current year <input type="checkbox"/> Increase number of slots (by how many: _____) <input type="checkbox"/> Decrease number of slots (by how many: _____)	
If an existing NC Pre-K site, is the site requesting to: _____	
<b>Total number of Slots Requested: 36</b>	<b>Number of NC Pre-K Classrooms Requested: 2</b>
PROGRAM STANDARDS	
NC Pre-K sites must operate within facilities holding at least 4- or 5- star license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.	
<input type="checkbox"/> Four-Star License <input type="checkbox"/> Five-Star License <input checked="" type="checkbox"/> Temporary (attach explanation e.g. change of ownership, change location, new)	

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## I. PROGRAM STANDARDS - PRACTICE

NC Pre-K Standardized Site Selection Rubric	
Site Name:	Facility License #: _____
Site Status: <input checked="" type="checkbox"/> New Site <input type="checkbox"/> Existing Site <input type="checkbox"/> Previous NC Pre-K Site	
# of Pre-K Classrooms Requested: _____	# of Slots Requested: _____
Contract Year: _____	Rubric Total: _____
1. Program Standards (15 Points)	
Site Information (check ALL that apply)	Points
Star Rating License (See Sec. 8 & 9, NC Pre-K Program Requirements)	
<input type="checkbox"/> Five-Star	5 pts.
<input type="checkbox"/> Four-Star	3 pts.
<input checked="" type="checkbox"/> Temporary License (change of ownership/location, etc.)	1 pt.
<input type="checkbox"/> New site or existing sites with last SCERS-R rating above 5.0	3 pts.
<input type="checkbox"/> Site has had no substantiated Child Abuse/Neglect Report in the last 18 months	3 pts.
<input type="checkbox"/> Site has had no substantiated Facility Licensing Complaint Report in the last 18 months	2 pts.
<input type="checkbox"/> Site has had no Administrative Action in the last 18 months	2 pts.
<b>Subtotal:</b>	<b>11</b>

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## 2. EDUCATION STANDARDS - PRACTICE

2. Education Standards (15 Points)		Points
<b>Site Administrator (check one)</b>		
<input type="checkbox"/> Administrator meets <b>Level III</b> Administrator qualification or Principal License with 5+ years of experience	5 pts	
<input type="checkbox"/> Administrator meets <b>Level III</b> Administrator qualification or Principal License with 3-4 years of experience	4 pts	
<input type="checkbox"/> Administrator meets <b>Level III</b> Administrator qualification or Principal License with 1-2 years of experience	3 pts	
<input type="checkbox"/> Administrator meets <b>Level III</b> Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	2 pts	
<input type="checkbox"/> Administrator meets <b>Level I</b> Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	1 pt.	
<b>LEAD TEACHER(S)</b> : For multi-classroom sites, use the <i>Teacher Education Worksheet</i> to rate each <b>lead teacher's</b> education, licensure level, and experience.		
Transfer average total score here →		
<b>TEACHER ASSISTANT(S)</b> : For multi-classroom sites, use the <i>Teacher Education Worksheet</i> to rate each <b>assistant teacher's</b> education, licensure level, and experience.		
Transfer average total score here →		
Subtotal:		

## LEAD TEACHERS ONLY - PRACTICE

LEAD TEACHERS ONLY			
Names	Years of Experience with preschoolers	Education/Licensure (see chart below)	Points from columns below (to be completed by Site Selection Sub-Committee only - review documents)
1. Robert Cares	4	Residency License	
2. Sue Shavers	1	Initial BK License	
3.			
4.			
**Enter calculated average (1-4) here			
Transfer points in rubric			
<b>Lead Teacher Points</b>			<b>Pts.</b>
Credentialed (Standard Professional I) B-K, B-K Add-On, or Pre-K-K Add-On License			5
Initial (Standard Professional I) B-K, B-K Add-On or Pre-K-K Add-On License			4
NC K-6 License or other NC Educator's License (Special Ed., E.d., etc.) or another state's license (from out-of-state education, personal education, etc.) and qualify for a NC Professional, B-K, or Pre-K-K Add-On License			3
BA/BS Degree in Early Childhood Education, Child Development, or related field* and working toward BK License (Plan of Study on file) or hold NC Licensure (LD, BK, License or hold a Residency License			2
BA/BS Degree in Related Field* and/or Plan of Study for Birth-Kindergarten (BK) licensure			1
No teacher or teacher does not meet educational standards			0
*Related Fields: Child and Family Studies, Human Development and Family Studies, Human Growth and Development, Human Growth and Family Studies, Psychology			

## LICENSE SUBMITTED FOR ROBERT CARES

STATE OF NORTH CAROLINA STATE BOARD OF EDUCATION • DEPARTMENT OF PUBLIC INSTRUCTION				
Professional Educator's License				
Robert Cares				
1186637 - Current				
EFFECTIVE DATE 07/01/19				
EXPIRATION DATE 06/30/2021				
RENEWAL CYCLE -				
Program Code/Status	HQ Code	Code/Notes	Class Code	Exp.
RL Residency License	97	0214 Birth to Kindergarten	A	1

### CALCULATE POINTS FOR LEAD TEACHERS - PRACTICE

LEAD TEACHERS ONLY			
Names	Years of Experience with preschoolers	Education/Licensure (see chart below)	Points from column below (to be completed by Site Director - Sub-Committee only - review discrepancies)
1. Robert Cane	4	Residency License	2
2. Sue Shanes	1	Initial BK License	0
3.			
4.			
**Enter combined average (1-4) here			1
Transfer points to rubric			
Lead Teacher Points			
Continuing (Standard Professional I) B-K, B-K, Add-On or Pre-SK, Add-On License			5
Initial (Standard Professional I) B-K, B-K, Add-On or Pre-SK, Add-On License			4
NC K-6 License or other NC Educator's License (Special E-4, K-6, etc.) or another state's license (Elementary Education, Special Education, etc.) and eligible for a NC Professional B-K or Pre-SK, Add-On License			3
BA/BS Degree in Early Childhood Education, Child Development, or related field* and working toward BK License (Plan of Study on file) or hold NC Lateral Entry (LE) BK License or hold a Residency License			2
BA/BS Degree in Initial Field* and/or Plan of Study for Initial Kindergarten (BK) license			1
No teacher or teacher does not meet educational standards			0
*Related fields: Child and Family Studies, Human Development and Family Studies, Human Growth and Development, Human Growth and Family Studies, Psychology			

A. Add the points for both classes:  
 $2 + 0 = 2$

B. Points for both classes is 2, then divide those points by the number of classes requested.  
 $2 \div 2 = 1$

### ENTER THE POINTS FOR THE LEAD TEACHER - RUBRIC

2. Education Standards (15 Points)		Points
<b>Site Administrator (check one)</b>		
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 5+ years of experience	5 pts	
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 3-4 years of experience	4 pts	
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 1-2 years of experience	3 pts	
<input type="checkbox"/> Administrator meets Level II Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	2 pts	
<input type="checkbox"/> Administrator meets Level I Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	1 pt	
<b>LEAD TEACHER(S):</b> For multi-classroom sites, use the <i>Teacher Education Worksheet</i> to rate each lead teacher's education, licensure level, and experience.		
Transfer average total score here		1
<b>TEACHER ASSISTANT(S):</b> For multi-classroom sites, use the <i>Teacher Education Worksheet</i> to rate each assistant teacher's education, licensure level, and experience.		
Transfer average total score here		
Subtotal:		

### 4. CLASSROOM AND FAMILY SUPPORT - PRACTICE

CLASSROOM AND FAMILY SUPPORT
<b>Curriculum and Instructional Assessment</b> Do your classroom staff align lesson plans and learning experiences to the <i>NC Foundations for Early Learning and Development</i> standards to ensure planning, instructional goals and strategies meet all developmental domains? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide a copy (or copies) of a recent completed lesson plan (30 days) with the submission of this application</b>
Have the following staff received training on NC Foundations for Early Learning and Development? Site Administrator(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Lead Teacher(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Teacher Assistant(s) <input type="checkbox"/> Yes <input type="checkbox"/> No



#### 4. CLASSROOM AND FAMILY SUPPORT - PRACTICE

CLASSROOM AND FAMILY SUPPORT (continued)
<b>Staff Compensation</b>
<b>EDUCATION/LICENSURE/COMPENSATION</b>
<b>NONPUBLIC SCHOOLS (CHILD CARE CENTERS, DEVELOPMENTAL DAY AND HEAD START PROGRAMS NOT IN PUBLIC SCHOOLS)</b> - Teachers with a BK license or Preschool Add-On, Provisional BK, Initial Provisional/Lateral Entry BK, Residency BK and Emergency BK and Teacher Assistants are provided salary/wages and a menu of benefits, as described in Section 6 of the NC Pre-K Program Requirements and Guidance.
<input checked="" type="checkbox"/> Currently Meet <input type="checkbox"/> Do Not Meet <input type="checkbox"/> Plan to Meet
<b>PUBLIC SCHOOLS (MAY OR MAY NOT INCLUDE HEAD START AND DEVELOPMENTAL DAY PROGRAMS OPERATED BY PUBLIC SCHOOLS)</b> - Teachers must be compensated according to the NC Public School Salary Schedules.
Teachers and Teacher Assistants are compensated according to the NC Public School Salary Schedules, as described in Section 6 of the NC Pre-K Program Requirements and Guidance.
<input type="checkbox"/> Currently Meet <input type="checkbox"/> Do Not Meet <input type="checkbox"/> Plan to Meet

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#### COMPENSATION SUBMITTED

##### Compensation for Children Learn CDC

##### Benefits

- Sick leave
- 10 Paid Holidays
- Health Insurance

##### Salary

Teacher - \$15,354  
Teacher Assistant - \$11,257

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##### Staff Compensation and Benefits (check one)

<input type="checkbox"/> Site meets NC Public School Salary Schedules AND provides benefits (see Section 6)	9 pts	
<input type="checkbox"/> Site meets NC Public School Salary Schedules but does not provide benefits (see Section 6)	6 pts	
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary AND provides at least 4 benefit choices (see Section 6)	5 pts	
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary AND provides 1-3 benefit choices (see Section 6)	3 pts	3
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary ONLY, no benefits (see Section 6)	1 pt	

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## NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

### Next Steps:

- The Site Selection sub-committee uses the Rubric rankings to create a recommendation
  - Additional factors to assist in determining the recommendations may include site visits to verify classroom status/quality, additional reports from staff about monitoring findings or contract/fiscal compliance findings, DCDEE visit summaries, teacher education/licensure information, geographic need, etc.
- The Site Selection sub-committee creates a **written** document to be shared with the NC Pre-K Committee that includes final site recommendations, the rationale for the sub-committee's recommendations, and the site rankings
- The Site Selection sub-committee hands off all rank ordered applications with attached Rubrics and any additional materials to the NC Pre-K contracting agency to maintain on file

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## NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

### Next Steps (continued)

- The NC Pre-K Committee convenes to vote on the recommendations presented by the Site Selection sub-committee
- The Contracting Agency provides a written notice to all site applicants of the NC Pre-K Committee's decisions
- The Contracting Agency ensures the **For Office Use Only** section of the NC Pre-K Site Application is completed with all requested information

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## QUESTIONS AND ANSWERS




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